

**VACANCY NOTICE**  
**INTAKE RECORDS/DOCKET DEPUTY**

**CLERK'S OFFICE**  
United States District Court for the  
District of Columbia  
Washington, D.C. 20001

July 14, 2000

The Clerk's Office is now accepting applications for an Intake Records/Docket Deputy. Current employees should indicate their interest by submitting the Clerk's Office Application for In-House Positions to the Personnel Office in room 1820 by noon July 21, 2000. This position is located in the Operations Division and the incumbent will report to the supervisor for the Files and Copy Section. Responsibilities include: reviewing incoming documents for conformity with appropriate rules; filing documents as necessary; preparing case files; furnishing information to individuals from within as well as outside of the court house; responding to correspondence; maintaining case files; boxing and shipping case files and operating a variety of copying and records equipment.

**QUALIFICATIONS:** Must have at least two years of progressively responsible clerical or administrative experience which involved the regular and recurring application of clerical procedures, use of specialized terminology; and demonstration of an ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, education institutions, social service organizations, insurance companies, real estate and title office, corporate headquarters, or personnel/payroll operations, as well as others.

**GRADE/SALARY:** CL-24 (\$25,556-\$41,586 per annum), depending upon qualifications. The salary and grade are equivalent to the GS-5/6/7 level. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

To apply send cover letter, detailed resume and a writing sample including salary history to:

Clerk's Office  
Attn: Human Resources Department (1820) Ann: 00-11  
E. Barrett Prettyman U.S. Courthouse  
333 Constitution Avenue, NW  
Washington, D.C. 20001

THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA IS AN  
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER